**Team Planning Process (TPP)**

Teamwork is not always equal, but it’s fair.

Detailed planning and transparency are key characteristics of successful teamwork. To support your team assignment(s), the TPP is your team’s planning and accountability tool.

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| Team Name:Team Members:  |

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| --- | --- |
| **Organizing Phase**  |  |
| Discuss the scope and scale of the team assignments.  | **Before the planning meeting, everyone needs to review the assignment details. As a team, ensure that you are all in agreement about the requirements of the team assignment(s) and describe them here:** Assignment 1: Assignment 2: |
| **What are the research requirements (if applicable)?** Assignment 1: Assignment 2: |
| **What are the specific roles and responsibilities required to complete the team deliverables?** Assignment 1: Assignment 2:  |
| Discuss your schedule and work plan. **Include all team assignments across all courses.** | Dates of planned team meetings:

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| --- | --- |
| Date and Time | Topics to be discussed  |
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| Assignment 1: Due date for Draft 1:Due date for Draft 2: Due date for final edit and submission:  |
| Assignment 2:Due date for Draft 1:Due date for Draft 2: Due date for final edit and submission:  |

Co-create a work plan: * Include all tasks that are needed to deliver the team assignment(s).
* Each team member can take ownership of specific tasks, based on the roles and responsibilities that you identified.
* Include important dates (e.g. due dates for the different drafts/parts, submission) for both your team assignment as well as the individual assignments to give you the overall picture of deliverables.

You can amend the work plan as you progress with the deliverables. Please place your team’s work plan into a shared document and include the link to that document here. This allows the Instructors and Team Coach to have access to an up-to-date version of your plan.LINK: |

This is one example of a visual work plan that can easily be created as an Excel document.

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|  | ENMN \*\*\* Tasks | Ownership | Sep 1-7 | Sep 8-14 | Sep 15-21 | Sep 22-28 | Sep 29 – Oct 4 | Oct 5 - 11 | Oct 12 - 18 |  |
| 1 | Research  |  |  |  |  |  |  |  |  |  |
| 1.1 | XXX | Name |  |  |  |  |  |  |  |  |
| 1.2 | YYY | Name |  |  |  |  |  |  |  |  |
| 1.3 | ZZZ | Name |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 2 | Next Task  |  |  |  |  |  |  |  |  |  |
| 2.1 | XXX | Name |  |  |  |  |  |  |  |  |
| 2.2 | YYY | Name |  |  |  |  |  |  |  |  |
| 2.3 | ZZZ | Name |  |  |  |  | 1st draft due Oct 4 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 3 | Next Task  |  |  |  |  |  |  |  |  |  |
|  | XXX | Name |  |  |  |  |  |  |  |  |
|  | YYY | Name |  |  |  |  |  |  |  |  |
|  | ZZZ | Name |  |  |  |  |  |  |  |  |